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MEMORANDUM FOR: Director of Security
SUBJECT: Polygraph Program

1. The use of the polygraph by the Central Intelligence Agency shall be governed by the provisions of this memorandum. You are hereby directed to take the necessary action to insure implementation.
2. The Director of Security shall be responsible for the supervision and training of polygraph examiners and for the conduct of the polygraph program of the Central Intelligence Agency. He shall insure that the highest standards of operating procedures and equipment capability are established and maintained.
3. The polygraph will be used in the Central Intelligence Agency as an aid to investigation for determining the security eligibility of persons for employment by or assignment to the Agency; security clearance by the Agency; staff-like access to sensitive Agency installations; utilization in operational debriefings; or continued access to classified information whose implications of a security nature or investigative information require clarifying security interviews.
4. The polygraph will not be used in the Central Intelligence Agency on official or administrative matters involving possible malfeasance, or for the sole purpose of determining violations of the criminal laws of any country.

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5. If a polygraph examination involves a question pertaining to the violation of a criminal law, the individual shall be informed of his privilege against self-incrimination and his right to consult with legal counsel or other professional assistance prior to the examination. Notification of such rights will be formally recorded.

6. The Director of Security shall establish adequate safeguards designed to prevent unwarranted invasion of privacy. Each applicant for employment will be notified, at the time he is given application forms, of the intent to use a polygraph examination in the course of his employment processing. Before a person undergoes a polygraph examination, his consent should be obtained in writing. He should be told, before testing, the general content of all questions which will be asked. He will also be briefed on testing procedures. All questions must have specific relevance to the person being polygraphed and to the purpose of that particular test. Upon inquiry, he should be told if the polygraph examination is being monitored or recorded.

7. The Director of Security shall maintain separate files for information obtained during polygraph examinations. He shall release such information only to appropriate Agency officials when it has a direct bearing on a decision to be made by that official. He shall release polygraph acquired information outside the Agency only after he has made a determination, which is concurred in by the Director or Deputy Director of Central Intelligence, that such a release is necessary in the interest of national security.

/s/ Richard Helms

Richard Helms
Director

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